



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	Assistant Conservator
DEPARTMENT:	Conservation & Preservation
SUMMARY:	See Attached Position Classification
SALARY RANGE:	\$58,145 - \$90,124
CONTACT:	Human Resources Room SH-231B Hart Building Fax: 202-228-3603
POSTING DATE:	April 18, 2008
DEADLINE FOR APPLICATIONS:	May 2, 2008 Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please. * New * E-mail your submission to <u>resumes@sec.senate.gov</u> . Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration. All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



ASSISTANT CONSERVATOR

NATURE OF WORK

A rare and interesting position to work within the US Capitol and support the work of the US Senate! This is an exciting opportunity to work with historic books, prints, photographs and documents. This is skilled craft work handling Senate items for the Office of Conservation and Preservation. Work includes matting (including French matting), embossing, calligraphy, making frames, glass and plexiglass cutting, encapsulating prints and documents, dry mounting, framing photographs and other items. Some book work included. Work is bound by generally accepted preservation techniques, and book work is bound by Library Binding Institute Standards. Work includes following general office procedures and equipment manuals and requires independent judgment in setting priorities and handling unusual assignments. Work is performed under the general direction of the Director, Conservation and Preservation.

ESSENTIAL FUNCTIONS

Assists in repairing prints, and hinging old prints and photographs.

Mats, embosses, and frames prints and photographs; designs and constructs presentation boxes for foreign dignitaries; and provides assistance and advice for planning Senate exhibits, presentations and displays.

Making frames, glass cutting (including plexiglass), multiple opening cuts, use of gold fillet mats, French matting and encapsulation of prints and documents.

Embossing of hand-tooled leather folders, books, and mats.

Calligraphy work on a variety of items as needed.

Some book repair, binding and conservation work.

Other duties as assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a workshop environment and involves the use of chemicals and machinery that requires appropriate safety precautions. Work requires standing for long periods of time, walking, standing, bending, lifting and carrying items 25 to 50 pounds such as books, papers, framed items, small parcels, etc.

MINIMUM QUALIFICATIONS

An equivalent combination of education and experience (5 years or more) that provides the



following knowledge, skills and abilities:

Skill in the operation of equipment and tools used in calligraphy, embossing , glass cutting, matting and framing.

Ability to perform mathematical calculations when measuring and cutting materials.

Ability to use creativity and originality when interpreting customer requirements and making suggestions/recommendations to customers.

Ability to deal with others using tact and diplomacy.

Ability to handle matters confidentially and professionally.

Ability to read, comprehend and follow oral and written instructions.

Ability to provide prompt and courteous customer service and resolve customer problems.

Some knowledge of Library Binding Institute standards.

Ability to learn accepted bookbinding, repair, book conservation and preservation techniques under the Director of Conservation.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Work requires successful demonstration of matting and framing ability, as well as calligraphy and embossing.

Ability to successfully complete US Senate training on repairing, revitalizing and protecting books as needed.